



Invitation to Tender

Tender Reference No: [IDT/EC/ADM/2022/23/01](#) 17 June 2022

Provision of Suitable Offices and Secure Undercover Parking Bays for IDT (Eastern Cape Region).

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by its Deed of Trust, The Public Finance Management Act (Act No 1 of 1999), as amended by Act No 29 of 1999 (PFMA) and other relevant legislative frameworks. The IDT manages and delivers integrated social infrastructure programmes on behalf of Government. The IDT has a regional office in East London, Eastern Cape Province. The IDT is seeking to procure offices within Buffalo City Municipality for an initial period of 36 months with an option of extension.

Only bidders, who meet the following requirements will be eligible for this bid;

- Proof of Central Supplier Database (CSD) registration;
- Copy of the certified valid tax clearance with Tax Compliance Pin certificate (TCC);
- Completion of SBD 1, SBD 4 and SBD 6.1
- Signed form of offer in the tender document;
- A Grade Building
- Valid Occupancy certificate as issued by Buffalo City Metro Municipality or other relevant authority;
- Proof of ownership of the building and proof of insurance of the building structure;
- Detailed description of the Proposed offices and physical address
- Health and safety compliance certificates
- Pictures of the office building in colour

Note: (i) Failure to submit any of the above documents / requirements shall result in an immediate disqualification of the bidder.

(ii) Failure to complete and sign any designated spaces in the bid document shall result in the immediate disqualification of the bidder.

The tender evaluation criteria, is in line with the IDT Supply Chain Management Policy, will be as follows: [preference/specifications](#).



Functionality Criteria	Points
Proposed Offices (Detailed) as per the specifications	30
Location and suitability of offices and secured undercover parking	25
Accessibility of the Proposed Offices	20
Facilities Management of the Building	15
Financial management and viability	10

Further details of functionality points are indicated in the tender document. Tenders not meeting the minimum 70% of the total functionality points will be disqualified and will not be evaluated.

The tender document will be available at the IDT Eastern Cape Regional office's Reception, Palm Square, Beacon Bay, Silverwood House, East London, 5241.

Tender documents will be available from the 17 June 2022 at the IDT East London Office.

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Closing Date:

The tender will close on the **18 July 2022** at 12h00.

The bid document must be placed in the tender box situated at the IDT East London, Reception, Beacon Bay, Silverwood House, East London, Eastern Cape

No late submission of tenders will be accepted.

Bid Validity Period:

The bid will be valid for 90 calendar days from the closing date.

Tender must be on the original documents and must include all information as requested in the tender document.

The lowest tender may not necessarily be accepted. No correspondence will be entered into with unsuccessful tenderers and the appointment will be at the IDT's sole discretion and will be final.

Enquiries can be directed to Mrs Yolanda Mbangе at yolandam@idt.org.za